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JUL 14 1953

Chief, General Services

**CONFIDENTIAL**

Chief of Logistics

Utilization of Public Buildings Service Laborers

25X1A 1. It is requested that the following procedures be instituted for the utilization of Public Buildings Service employees in the conduct of minor and major moves in and between Agency buildings, in the delivery of heavy equipment  to offices of the Agency and return of heavy equipment to depot stock.

2. Major moves:

- a. General Services initiate move.
- b. General Services contact Public Buildings Service to secure laborers and transportation.
- c. Public Buildings Service labor will report direct to site of the move.
- d. The Building Supply Officer involved will transfer responsibility for non-expendable items from one building group to another building group when applicable.

3. Minor moves:

- af*  
*auth*
- a. Occupants of office involved will request Building Supply Officer to effect move.
  - b. The Building Supply Officer will schedule the move on a weekly basis.
  - c. The Building Supply Officer will advise General Services of the schedule for the following week.
  - d. General Services will contact the Public Buildings Service to secure laborers and transportation.
  - e. The Building Supply Officer will supervise the minor move.

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4. Delivery of heavy equipment (safes and map files):

25X1A a. The Chief, [ ] will schedule deliveries to local Agency locations and advise General Services of the number of pieces.

b. General Services will secure the laborers, transportation and rigging from the Public Buildings Service.

25X1A c. Public Buildings Service laborers and equipment will report to [ ] where the material will be loaded on the Public Buildings Service truck.

d. The Building Supply Officer is responsible for maintenance of records of the equipment and will supervise delivery after receipt at destination.

5. Turn in of heavy equipment:

a. Occupant of office having excess heavy equipment will notify the Building Supply Officer.

25X1A b. The Building Supply Officer will notify the Chief, [ ] of the availability of items to be returned to stock and prepare necessary turn in documents.

25X1A c. The Chief, [ ] will schedule pickup and advise General Services.

d. General Services will secure the laborers, transportation and rigging from the Public Buildings Service.

e. The Public Buildings Service employees will report direct to site of the excess heavy equipment.

f. The Building Supply Officer involved will supervise the removal of excess heavy equipment.

[ ]  
25X1A  
JAMES A. GARRISON

LO/SD/FS:CSS:ern (8 July 1953)

Distribution:

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